

Accounting Intern

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Company: Fuzu

Location: Nigeria

Category: office-and-administrative-support

Job Summary

Contract Type:

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Qualifications / Requirements

BSc in Accounting from a recognized university

0-1 years experience in an accounting position in a financial institution is desirous

High numeracy skills

Ability to work in a team

Young, well-spoken, and smart

Detailed and well-articulated

Experienced and tech-savvy

Responsibilities

Preparing financial statements, examining and analyzing the company's accounts and ensuring compliance with financial reporting and other standard accounting procedures Key Performance Indicators

Monitor the day-to-day financial operations of the company and assigned accounts, such as payroll, invoicing, and other transactions

Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary

Manage the team to ensure increased productivity and efficiency

Preparing guidelines for how audits should be conducted

Track the company and client's financial status and performance to identify areas for potential improvement.

Seek out methods for minimizing financial risk to the company and assign clients

Research and analysis of financial reports and market trends

Provide insightful information and expectations to senior executives to aid in long-term and short-term decision-making

Review financial data and prepare monthly and annual reports

Present financial reports to board members, stakeholders, executives, and clients in formal meetings

Ensure adherence to the following requirements: a. Management Policy. b. Standard including work – papers, file set up, letters, etc. c. Loyalty to the Company's Vision.

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